



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Health Information Management

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Admission, Discharge, Death Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Admission, Discharge, Death Logs

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6329

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Annual statistical report

**CUTOFF:** EOSFY

**DESCRIPTION:** Annual statistical report of Utilization Review Information

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6320

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Annual Statistical Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** May include but not limited to gains, losses, beds, set up, inpatient days, average daily census, occupancy rate, discharge days, average length of stay, Missouri Center for Health Statistics Annual Licensing Survey of Missouri Hospitals, National Institute of Mental Health Annual Inventory Form.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6323

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Health Information Management

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Census Work Sheet

**CUTOFF:**

**DESCRIPTION:** Daily list of gains, losses, ward transfers, by number.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6327

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Disease/Operation Index Card File

**CUTOFF:** EOSFY

**DESCRIPTION:** Diagnosis codes obtained from medical/surgical records and from reports containing Axis III (this antiquated system has been replaced by computer).

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6317

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Gains and Losses Sheet

**CUTOFF:**

**DESCRIPTION:** Daily list of gains, losses, ward transfers and commitment changes, etc., by patient name.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6328

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Health Information Management

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Healthcare/Medical Records

**CUTOFF:**

**DESCRIPTION:** Assessment/Evaluation/Profile Records, Individualized Habilitation Plan/Individualized treatment Plan, Routine Medical Management, Progress Notes, Medical Specialty/Referral Reports, Commitment and Legal Authorizations, and Correspondence.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6304

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Master Patient Index Books

**CUTOFF:** EOSFY

**DESCRIPTION:** Antiquated system replaced by master patient index file.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6316

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Master Patient Index Card File

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes identification information, transaction dates, medical record number.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6315

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Health Information Management

Division: Mental Health Facilities

Sub-Section:

**TITLE:** Patient specific review sheets

**CUTOFF:** EOSFY

**DESCRIPTION:** Current area retention is 5 Yrs..

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 6319

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Professional Review organization Memorandum of Understanding

**CUTOFF:** WSO

**DESCRIPTION:** Current area tention is permanent until revised

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6322

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Requests for Information

**CUTOFF:**

**DESCRIPTION:** Requests for Information on patients with microfilmed records or no patient found.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6330

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998